

POLICIES AND PROCEDURES MANUAL

KEYSTONE COMMUNITY RESOURCES, INC.

KEYSTONE INDEPENDENT LIVING, INC.



Policy Title:
Environmental Safety

Chapter:

Effective Date:
7/1/1992

Revision Date:
11/25/2008

Policy Number:

Executive Director

SCOPE:

- Chapter 6400 – Community Homes For Individuals With Mental Retardation

INTRODUCTION:

1. For health and safety reasons staff members are expected to keep their work area clean and well organized at all times. You are expected to use proper care when using Keystone property and equipment and to teach residents to do likewise. If you lose or damage any property you should report it to your supervisor immediately.
2. Any needed repair or hazard which poses a safety risk should also be reported immediately to your supervisor.
3. There are many physical site requirements which we must comply with as part of our license to Operate. As a staff member your cooperation is important in helping to accomplish this.
4. The following lists these requirements; please review these to measure your area's compliance.
 1.
 - If your home serves a resident with a physical disability or sensory impairment, is there safe and reasonable accessibility?
 - If your home serves a resident with a physical disability or sensory impairment is adaptive equipment available?
 2.
 - Are poisonous materials kept locked or inaccessible if any of the residents are not able to safely use or avoid these?
 - Are poisonous materials stored in their original, labeled containers?

- Are poisonous materials kept separate from food and food preparations surfaces.
3. Are heat sources which exceed 120 degrees F. equipped with protection guards to prevent injury if any of the residents are unable to sense and avoid this danger.
 4.
 - Is the home clean and sanitary?
 - Is there any insect or rodent infestation?
 - Is trash removed from the premises at least weekly?
 - Are trash receptacles clean and impenetrable?
 - Do trash receptacles over 18 inches high have lids?
 - Are trash receptacles outside the home fitted with tight lids/
 5. Does every room have at least one operable window or mechanical means of ventilation?
 6. Are all entrances, exits, exterior/interior stairways and all rooms well lit to avoid accidents?
 7.
 - Are all walls, ceilings and floors in good repair?
 - Are all walls, ceilings and floors free of hazards?
 - If residents of the home are four years of age or younger or ingest paint/paint substances, have all of the paint layers been tested for lead content not to exceed .06%?
 8.
 - Does the home have hot and cold water under pressure?
 - Is the hot water temperature 118-120 degrees F. to prevent accidents?
 - If the home is not connected to a public water system, is there a record of quarterly water testing to certify the water is safe for drinking purposes.
 9. Does the home maintain comfortable air temperatures, ie:?
 - Not less than 65 degrees F. during non-sleeping hours when residents are present?
 - Not less than 58 degrees F. during sleeping hours?

- If temperature exceeds 85 degrees F. is mechanical ventilation used?
- 10.
- Does the home have an operable telephone with an outside line easily accessible to residents and staff?
 - Are emergency numbers posted at or on each phone?
- 11.
- Does each walkway with more than two steps have a well-secured handrail?
 - Does each porch or landing with over an 18 inch drop have a well-secured railing?
 - Is there a landing beyond each exterior/interior door that opens directly into a stairway?
- 12.
- Is all furniture and equipment clean, sturdy and safe?
 - Is all furniture and equipment appropriate for the size and age of the residents.
 - Is all the furniture comfortable and homey?
 - Is there enough furniture in the living area for all residents to sit at the same time?
 - In homes of eight or fewer, is there sufficient dining seating for all residents at the same time?
- 13.
- Does the home have a first-aid kit?
 - Does the kit contain:
 - Antiseptic?
 - Sterile gauze pads?
 - Thermometer?
 - Tweezers?
 - Tape?
 - Scissors?
 - Syrup of Ipecac, if an individual who ingests poisons is served?
 - Is a first-aid manual kept with the first-aid kit?

14.

- Does the home having living and dining areas that are separate from bedrooms?
- Does each home have at least 30 square feet per personal and at least 90 square feet per home of common living space excluding bedrooms, hallways, kitchens, bathrooms and offices?

15.

- Does each bedroom with more than one occupant have at least 60 square feet per individual?
- Are single bedrooms at least 80 square feet?
- Does each individual who uses a wheelchair have at least 100 square feet of bedroom space unless a physical or occupational therapist specifies the square footage listed above in A and B?
- If the home is licensed after 11/8/91, are there no more than two persons in each bedroom?
- Is any bedroom used as a frequent passageway to another area?
- Does each bedroom have at least one window with a view of the outdoors?
- Does each bedroom window have coverings for privacy?
- Does each bed have a clean, comfortable mattress and sturdy foundation?
- Is each bed appropriate to the needs of the individual?
- Does each bed have clean bedding appropriate to the season, including pillow, top sheet, bottom sheet and blankets?
- Does each bedroom have a mirror?
- Does each bedroom have a closet or wardrobe space with racks and shelves accessible to the individual?

16.

- Is there at least one toilet and one shower or bathtub for every four residents?
- Is at least one bathroom adapted for access and use if a resident with a physical disability resides in the home?
- Are bathtubs and showers equipped with a non-skid surface.

- Does each bathroom have a sink, wall, mirror, soap dispenser, individual hand towels, and trash receptacle?
 - Does each resident have an individual washcloth, bath towel and toothbrush?
- 17.
- Are resident's clothing, bed linens, and bath towels and clothes laundered at least weekly?
 - Is clean laundry kept separate from soiled laundry?
18. Are firearms or ammunition ever kept in the home or on the premises? (these are not Permitted)
- 19.
- If the home has an in-ground pool, is it fenced with a gate that is locked when the pool is not in use?
 - If the home has an above-ground pool under 4 feet high, is it made inaccessible when the pool is not in use?
- 20.
- Does the kitchen have a refrigerator, sink, cooking equipment and cabinets for storage?
 - Are special provisions and adaptive equipment provided, when necessary, to assist residents in eating at the table?
 - Are utensils used for eating, drinking and preparation of food and drink rinsed after each use?
21. Is there at least one operable fire extinguisher in each kitchen and for each floor excluding the basement and attic?
- 22.
- Is there at least one operable automatic smoke detector on each floor, including basement and attic?
 - Is there at least one operable automatic smoke detector within 15 square feet of each bedroom?
 - If the home serves four or more, or if the home is three or more stories, are the smoke detectors interconnected and audible throughout the home?
- 23.
- Are screens, windows and doors in good repair?

- Are windows securely screened when windows are opened?
 - Do outside doors have operable? (deadbolt locks are not permitted)
24. If the home uses space heaters, are these permanently mounted?
25. Are flammable and combustible supplies used safely and stored away from heat sources?
25. Monitoring systems are in place to ensure we adhere to these regulations. Please advise your supervisor if you have any questions or concerns about any of the items on this checklist.

DISCUSSION: